

SUPPLY AND MAINTENANCE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

To assist or direct in the fire department operations of purchasing, distribution, storage, and operations of departmental supplies involving operations of facilities, grounds, and departmental property. To direct or assist in planning, maintenance operations, repairs, purchasing, specifications, and reports and records of fire department vehicles and apparatus.

To be functional in operational areas of budgeting requirements, specifications writing, report and record operations of the department, recognize standards involving apparatus and vehicles as well as maintenance concepts.

DISTINGUISHING FEATURES OF THIS CLASS

Employee of this class performs general phases of work involving purchasing, maintenance, repairs, record and report writing, recognize standards for fire department operations in reference to supplies and maintenance of vehicles, apparatus, structural facilities and grounds. The work involves coordinating and some supervision over departmental personnel involved in maintenance, repairs, and operations of structures and vehicles as directed by the fire chief. This class is under the direction of the fire chief and may be assigned under one of the departmental divisions as directed by the fire chief.

EXAMPLES OF WORK

(Illustrative only.)

Respond to fire alarms or emergency calls as assigned by his supervisor to offer assistance in coordinating departmental operations of maintenance, fire fighting repairs, etc.

Have the ability to drive and operate all fire department vehicles as required.

To supervise or assist in the supervision of subordinate employees or personnel assigned to his operational function.

To inspect vehicles, apparatus, facilities, grounds, and equipment under the jurisdiction of the fire department to insure their operational condition, maintenance, records, and reporting systems are properly functioning.

To perform clerical work such as making reports in reference to purchasing, the reviewing and writing of specifications for construction of facilities, vehicles, and apparatus, supplies, repairs involving departmental operations.

Assist or direct in the instruction of training departmental employees on various vehicles, apparatus, equipment, and building operations.

To perform various tasks as directed by the fire chief.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

A good working knowledge of the fire department operations involving vehicles and apparatus, fire department buildings, construction and standards, and maintenance manuals as required by the department. A good working knowledge of modern principles and methods of fire fighting and fire prevention fundamentals.

A good knowledge of location of streets, principle buildings, and fire operations related to those buildings.

Ability and willingness to effectively carry out written and oral instructions.

Ability and willingness to learn and keep informed of new methods of work and general requirements of laws, ordinances affecting fire department operations.

Ability and willingness to understand fire department standards, municipal grading standards, etc.

Must have the ability and willingness to perform physical related tasks.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND BEGINNING WORK IN THIS CLASS:

Must have completed a standard high school course or possess an equivalent certificate.

Must have sufficient training to indicate the ability to satisfactorily perform required work.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must have the ability to drive and operate fire department motor vehicles and required equipment.

Must have the ability to type and operate required office equipment.

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